

GROUND RULES

USE COMMON CONVERSATIONAL COURTESY

Don't interrupt; use appropriate language, no third party discussions, etc.

ALL IDEAS AND POINTS OF VIEW HAVE VALUE

You may hear something you do not agree with or you think is "not practical" or "wrong." Please remember that one of the purposes of the meeting is to share ideas. All ideas have value in this setting. The goal is to achieve understanding. Simply listen, you do not have to agree, defend or advocate.

HONOR TIME

We have an ambitious agenda. In order to meet our goals it will be important to follow the time guidelines given.

HUMOR IS WELCOME

BUT humor should never be at someone else's expense.

BE COMFORTABLE

Please feel free to help yourself to refreshments or take personal breaks. If you have other needs please let a facilitator know.

SPELLING DOESN'T COUNT

Recent research indicates that writing on a vertical surface (like blackboards or flipcharts) actually increases the number of spelling errors.

CELL PHONE & COMPUTER COURTESY

Most of us have demanding responsibilities outside of the meeting room. We ask that these responsibilities be left at the door. Your attention is needed for the full meeting. Please turn cell phones, or any other communication item with an on/off switch to "silent." We ask that you refrain from using your computer during the meeting as well. If you do not believe you will be able to participate fully, please discuss your situation with one of the facilitators.

USE THE MICROPHONE

Please use a microphone so that others can hear you.

AVOID EDITORIALS

It will be tempting to analyze the motives of others or offer editorial comments. Please talk about YOUR ideas and thoughts.